

## **DRAFT TEAC AGREEMENT**

MEMORANDUM OF UNDERSTANDING AND AGREEMENT  
FOR NATIONAL ACCREDITATION OF TEACHER EDUCATION PROGRAMS IN HAWAII  
by  
Hawaii Teacher Standards Board (HTSB)  
Teacher Education Accreditation Council (TEAC)

This Memorandum of Understanding and Agreement outlines the responsibilities and activities of the Hawaii Teacher Standards Board (HTSB) and the Teacher Education Accreditation Council (TEAC) for national accreditation by TEAC of teacher education programs in Hawaii. TEAC membership and accreditation is a means of achieving national accreditation as mandated by the *Hawaii State Approval of Teacher Education (SATE) Reference and Reporting Guide* and as revised by the Board of Education on January 24, 2011.

1. The on-site review for state approval of specific licensure programs (called “program options” by TEAC) will be conducted by TEAC.
2. TEAC would require that *Inquiry Briefs or Inquiry Brief Proposals* from Hawaii teacher education programs include evidence that adequately supports the program's claim that it meets Hawaii teacher education standards and requirements.
3. The HTSB will receive copies of the *Inquiry Brief (or Inquiry Brief Proposal)* and the *Audit Report*.
4. Hawaii institutions selecting TEAC will confirm the dates of each TEAC accreditation audit with the HTSB before submitting dates to TEAC in order to facilitate scheduling of HTSB staff for all accreditation audits. Continuing audits will be scheduled according to TEAC's timetable for accreditation, with the HTSB reserving the right to schedule a visit to a TEAC-accredited institution if it deems a visit necessary. Each institution will notify TEAC and HTSB of the contact person for the review.
5. Institutions selecting TEAC will pursue accreditation according to TEAC'S accreditation status designations, guidelines, policies, processes, and terms.
6. Institutions will prepare the *Inquiry Brief (or Inquiry Brief Proposal)* in the format specified by TEAC. The *Inquiry Brief (or Inquiry Brief Proposal)* and supporting documents will include evidence that TEAC quality principles and standards for capacity have been met as well as provide evidence that Hawaii standards and requirements have been met.
7. Annual reports to TEAC will be in the format prescribed by TEAC.

8. TEAC auditors will make up the audit team and be appointed according to TEAC guidelines. One HTSB representative shall serve as a point-of-contact to TEAC as well as an audit team member during the TEAC audit. Additional HTSB representatives may be added to any TEAC audit team as observers and/or consultants. In addition, the HTSB representative may provide program and Hawaii contextual information during the audit process. The TEAC auditors will verify the evidence used to support the claims made in the *Inquiry Brief* (or Inquiry Brief Proposal).

9. HTSB representatives may attend the training of TEAC auditors and/or the training of the institution's staff, with no training expense charged to the HTSB. The HTSB will be responsible for the travel expenses of its representative(s) for such training.

10. The institution shall cover all travel and maintenance expenses for both the TEAC auditors according to TEAC guidelines and the HTSB representative(s) and observer(s).

11. This memorandum and agreement shall be for an initial period of three years (May 16, 2011 through May 15, 2014) and may be modified by the two parties during that time, if deemed to be necessary. The intention of this agreement is to have an ongoing partnership with TEAC. Both TEAC and HTSB understand and acknowledge that a single, new national accreditor, the Council for the Accreditation of Educator Preparation (CAEP) may succeed the separate national accreditors (TEAC and the National Council for the Accreditation of Teacher Education—NCATE) and that new agreement with CAEP may be considered within the agreement period.

12. The terms of this agreement have been reached by mutual consent and have been read and understood by the persons whose signatures appear below. The parties agree to comply with the terms and conditions of the plan as set forth herein.

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*Frank B. Murray*  
*President, Teacher Education Accreditation Council*

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*Date*

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*Lynn Hammonds*  
*Executive Director, Hawaii Teacher Standards Board*

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*Date*